



Natural Resources Conservation Service  
3737 Government Street  
Alexandria, LA 71302

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September 22, 2006

LOUISIANA BULLETIN NO. 360-06-29

SUBJECT: PER – Government Credit Card Abuse

Purpose: To inform employees of penalty for misuse of government credit cards

Expiration Date: September 30, 2007

As I advised you in LA Bulletin 360-06-14, dated May 1, 2006, the Natural Resources Conservation Service (NRCS) is committed to enforcing Department Regulation 2300-001, Government Travel Card Regulation, which sets forth USDA'S *Zero Tolerance Policy* on government credit card abuse. Increased emphasis is being placed on enforcing this policy and issuing severe penalties for such abuse. As we enter a new fiscal year, it is important for each NRCS credit card holder to understand what adverse actions can be expected when intentional and unintentional abuse occurs.

All Louisiana NRCS employees who have been issued a government credit card have been required to sign a statement that they have read DR 2300-001 and that they understand the zero tolerance policy. In LA Bulletin 360-06-14, referenced above, I required all employees to complete the Ethics online course titled "Use of Government Travel Cards." This was to be done by August 1, 2006. There can be no valid justification for any employee to misuse a government credit card issued to them. Also, there is no distinction between deliberate and unintended abuse. Abuse is abuse, and it will be dealt with severely.

Effective immediately, there will be no leniency shown for anyone employed by NRCS in Louisiana who misuses a government credit card. First offense for such abuse will result in no less than a suspension. The length of that suspension will be determined by the nature and severity of the offense and its relation to the employee's duties, position and responsibilities, including whether the offense was intentional or inadvertent.

To ensure that no one loses sight of the severity of credit card abuse, I am directing that this bulletin be posted on the web page for ready reference.

Donald W. Gohmert  
State Conservationist

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